Information Technology Advisory Board
JUNE 25, 1997
MEETING MINUTES

ATTENDEES:

Lew Davison, Chairman	Gina Hodge	Paul Peterson	Terry Showers
Joyce Backes	Russell Helm	Richard Pierce	Don Slinkard
Rich Beckwith	Rita Kerperin	Jim Poole	Bruce Vieweg
Mike Benzen	Jim Latteman	Tom Robbins	Gerry Wethington
Matt Blotevogel	Don Lloyd	Jim Roggero	Rise' Williamson
Karen Boeger	George Marshall	Betty Rottmann	
Carolyn Cook	Rick Moore	Cindi Rutherford	
Jan Grecian	Rex Peterson	Larry Seneker	

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on June 28, 1997 in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. He welcomed everyone to the meeting.

APPROVAL OF MINUTES

1. Approval of the May 28, 1997, Information Technology Advisory Board Meeting Minutes

Lew asked for additions, deletions or corrections to the May 28, 1997, ITAB meeting minutes. Joyce Backes made a motion, seconded by Gerry Wethington, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike presented the CIO update as follows:

1. Electronic Signatures - Mike reported NASIRE, the national organization of CIOs, has teamed up with several organizations who are in the process of drafting national certification standards for organizations that will verify signatures. He feels we need to meet the national standards if we want courts, etc. to accept our electronic signatures. If Missouri adopts its own standards it would apply only within the boundaries of Missouri and not be recognized outside the state. It is hoped that all states will adopt identical standards for certification of signatures. The national group will be meeting this summer to draft the standards. Mike will provide copies of the draft materials as soon as it becomes available. Utah has been leading this effort.

2. NASIRE: Award - Mike also reported a nomination was submitted for Prime Vendor i to receive an award from NASIRE. They won this award and it will be presented to them later this Fall in Williamsburg.

3. Gateway - Mike reported a meeting was held with Gateway. They acknowledged the problem with Gateway machines being connected to networks. This same problem is prevalent with Dell machines but they have two different class of machines. The problem is the different type of drives, video cards, etc. from one machine to another. For a household computer they are excellent machine. Gateway has discontinued shipping these machine and will be coming out with an enterprise line of machines in mid-July. These should be network compatible. They will probably cost a little more. The household line will then be dropped from the contract, but will still be available to purchase for individual use.

ACTION REQUIRED; None - informational.

2. Software Standard (Chris Wilkerson)

Chris turned this topic over to Mike Benzen who chaired the June 13 meeting,

Mike reported he felt the meeting was very successful and a lot of progress was made. He will be drafting a list of the accomplishments and provide a copy to each for review. After comments are received, another meeting will be set up to determine the next step. He reported they did not try to set up technical standards, but identified product standards instead.

ACTION REQUIRED: Mike will draft notes and send to all agencies.

3. Year 2000 (Cindi Rutherford)

Cindi reported the new offices are set up and Anderson has moved in at 2701 West Main. Most of the furnishings and equipment are surplus and have been gathered from other agencies. She is working on information relating to cost centers, etc. and will be providing this to accounting personnel in each participating agency. She is also in the process of setting up policies and procedures.

The software tool bid is out. Later this summer training classes will be held. Anderson is working on scheduling and will be issuing work orders for each department.

ACTION REQUIRED: Cindi will be sending out accounting information to Year 2000 participating agencies.

4. Data Center Consolidation (Gerry Wethington)

Gerry reported the Steering Committee will be meeting this afternoon. Discussion will center on the Memorandum of Understanding and the Service Level Agreements. The Memorandum of Understanding is ready to move up to the Superintendent of the Highway Patrol and the Commissioner of Administration. The Service Level Agreements are in final draft form. They will be circulated to the Steering Committee for review and comment. Once completed a template will be made that can be used by any of the consolidating agencies. This should be ready within several weeks.

Consolidation of the Highway Patrol-Dept. of Labor with the State Data Center will take place October 4-6, 1997. They will discuss the configuration after consolidation and the operational plan. The entire consolidation should be completed by mid-February, 1998.

He also mentioned the Security Subcommittee has provided their recommendations . These include that there be regularly scheduled security audits and also that the Security Subcommittee become a standing committee.

Gerry and Lew met to discuss duplicate userids. This issue is presently being resolved. Both agencies are in the process of updating their userids. This should be completed within the next couple of weeks.

Mike mentioned the CIO at the University of Missouri approached him regarding a possible consolidation of the University system with the Consolidated Data Center. We will be looking into this matter.

ACTION REQUIRED: Look into the matter of University consolidation with the Data Center.

5. Prime vendor. (Larry Seneker)

Mike reported last week he met in St. Louis with G. E. Capital relating to problems reported to him by the various state agencies. To compound the problems, G. E. chose June 1 as the date for Ameridata to adopt the order entry system and convert. Also since July 1 is the end of the State Fiscal year, the State of Missouri processed over $10 million in orders - which is triple the volume of orders normally processed in a month. They were also trying to reenter the orders from the old system to the new. All of these combined issues have compounded their present problems. He then met with the Vice President of GE yesterday and we have his promise of being more customer oriented.

He also mentioned there will be a session in August in which we will have five teams each looking at different issues with the sessions lasting 3 1/2 days each . They will look at what they would like to see out of the web site, what the 800 lines ought to be able to do, etc. We are working very closely to resolve the problems.

Mike also recounted some of the successes we have seen in prime vendor.

ACTION REQUIRED: None - informational.

6. MAN Project Update (Gail Wekenborg)

Mike reported a meeting is scheduled with Sprint to discuss connectivity through the MAN. There is confusion over what agencies thought they were receiving and actual product being delivered. The first portion of the MAN project is scheduled to be in use by the end of July or early August.

ACTION REQUIRED: MAN Meeting scheduled

7. Personnel Committee (Joyce Backes)

Joyce reported activities are continuing to go on in all areas reported on previously. The Jefferson City Training Coalition has changed its name to the Information Technology Coalition. GTE is beginning to schedule aptitude tests this week for interested parties. GTE is certified to administer the tests.

The Classification Subcommittee is continuing work on classification requirements, etc. and should be ready to present their product soon. The Recruitment brochure is ready and Joyce distributed a copy to all in attendance. The Information Technology Coalition is working with KRCG-TV to produce a 3-4 minute video geared to High School level students. They may also adapt it to 30-second public service type announcements.

A question was raised regarding tuition reimbursement. Some of the agencies have their own policies on this issue. Others do not. Each agency also has its own rules on this issue. One of the COMAP recommendations was that state government is an enterprise in itself and each agency should not have its own rules. They suggested a common policy. Even with a common policy, a number of the agencies do not have funds to support the reimbursements so it will require at least one budget cycle to get funding for all agencies.

A number of concerns were expressed over the proposal and these are subject to further change. Jan will send out a copy to all ITAB members.

ACTION REQUIRED: Jan will provide a copy of the tuition reimbursement proposal to all ITAB members.

8. Information Technology Education Advisory Committee (Jim Roggero)

Jim reported his committee is presently focusing on two areas. One is the policy area and the second is rate structure. They will be first working on developing policies. Draft policies should be ready to present to ITAB at the July or August meeting.

Jim introduced Terry Showers who is chairing a subcommittee to look into needs for on-site computer training - remote computer training. They are interested in finding out if training needs are being met in all areas of the state. He indicated a survey is being prepared and will be sent to all ITAB members. It is important to get replies to the surveys quickly to determine if there is a need for this type of training.. Currently there is no contract available for on-site training with the exception of prime vendor, who has facilities in Jefferson City, St. Louis and Kansas City. However, they do not have a mobile unit to go from site to site in remote areas. Presently, if you want them to go to a specific area, you have to rent facilities, rent or provide computers, and have them set up. This is very costly.

Jim mentioned a representative from Central Missouri State University attended their last meeting and spoke about their new courses. He will send out information on these new courses to all agencies.

ACTIONS REQUIRED: Report on policy issue at July or August meeting. Send out Survey on remote training needs. Mail out listing of new courses offered, etc. at Central Missouri State University.

9. Internet/MOREnet (Bill Mitchell)

No report given.

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry reported the router contract is still being worked on.

Larry also reported he has information on NT for those getting away from OS/2. You can now buy NT upgrades at upgrade prices . This should save approximately $150 off the full price.

ACTION REQUIRED: Informational - None.

11. Network Consolidation Study (Mike Benzen)

Mike mentioned he is not aware of the present status. Mike indicated that Gail said she received a draft last Friday, but he has not seen it yet.

ACTION REQUIRED: None - informational.

12. E-Mail Reporting (Larry Seneker)

Larry reported his Committee recently met and discussed the various options and pricing. They are recommending installing a centralized mail attachment at the State Data Center. This option was discussed with Dan Steidley. The ITAB agreed to have Larry proceed toward obtaining a solution to the e-mail problem by either acquiring a centralized hub, outsourcing, etc.

ACTION REQUIRED: ITAB approved a recommendation to find a solution to the E-Mail problem by either acquiring the necessary hub or outsourcing, etc.

13. ITG (David Finch)

No report given this month.

ACTION REQUIRED: None

14. FOCUS

Mike mentioned we have a payment due in July on a commitment made several years ago to spend $3 million over a three year period. After recapping amount spent to date and future maintenance costs, etc., it appears we will fall short on our commitment by several hundred thousand dollars. After a lengthy discussion, it was decided to research what commitments were made by the various departments and provide to the agencies. Rick Moore, Steering Committee chairman will set up a meeting within the next ten days to resolve this issue

ACTION REQUIRED: Rick Moore set up meeting. Research agency commitment and send to respective agencies.

<u>DISCUSSION ITEM</u>

1. LOTUS NOTES INFORMATION SYSTEM - Jim Roggero

Jim Roggero explained that last month a demonstration was provided on one facet of the "Electronic Courts 2004" system relating to the court management system. Today we have a demonstration of another portion of the system relating to transfer of information to all courts in the state. Jim explained this is being done by way of Lotus Notes. He introduced Robin Gibson, Manager of Court Automation Division and Project Development, who provided an overview of the project and demonstrated the program that is available in all the courts. In the future it will be expanded and made available to Attorney Offices, etc.

<u>REPORT OF PLANNED/ACTIVE BIDS</u>

Gerry reported they are presently evaluating the bids for mobile computing devices for use in trooper vehicles. This contract should be awarded by mid August. Anyone needing these type of devices may purchase off the contract. Gerry also reported once data center consolidation is completed they will begin the process of pulling together information on a disaster recovery plan that deals with the business operation perspective. This will take several months.

<u>REVIEW OF ACTION ITEMS</u>

All action items from the previous meeting have been covered in the various reports.

<u>OPEN DISCUSSION</u>

Mike reported he has received confirmation on the Governor's visit for the August ITAB meeting. Final plans are not made. However, it is his view that there will be a 20-30 minute tour of the Consolidated Data Center, followed by his attendance at the ITAB meeting. This meeting will be moved to the Truman Building.

A number of ITAB members are scheduled to attend the IBM Technology Institute in New York - August 11 through 14.

<u>NEXT MEETING</u>:

1. The next ITAB Meeting is scheduled for **Wednesday**, **July 23, 1997**, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

Lew Davison

Chairman